

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
November 20, 2019

Those Present:

Chairman Kevin Kjer
Vice Chairman Larry Schussel
Trustee Greg Felton (via phone)
Trustee Ann Grant
Trustee Bill Kirschner (via phone)
Legal Counsel Alex Velto
Fire Chief Scott Baker
Assistant Chief Jim Antti
Battalion Chief Todd Moss
Battalion Chief Bryce Cranch
Battalion Chief Steve Prather
Acting Battalion Chief Brandon Brady
Crew Supervisor Keegan Schafer
Assistant Foreman Mike Monaghan
Fire Marshal Eric Guevin

Fire Inspector Kris Rowlett
Administrative Assistant Sakuna Rosas
Office Manager Kate Warner
Captain Chuck Salerno
Captain Will Darr
Engineer Ryan Sanders
Firefighter/Paramedic Dusty Gooch
Firefighter/Paramedic Greg Koeck
Firefighter/Paramedic Chris Wade
Firefighter/Paramedic Marc Rancourt
Firefighter Ben Arrate
Guest Steve Teshara
Guest Forest Schafer
Guest Shelly Guevin

1. Call to Order.

Meeting was called to order at 2:30 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Kirschner.

3. Roll Call.

Chairman Kjer, Vice Chairman Schussel, Trustee Grant were present. Trustee Felton and Trustee Kirschner (via conference). A quorum was met.

4. Approval of the Agenda.

Chairman Kjer pulled Item #14 to be slated for the December meeting and a correction on Item #13 noted the proposed BOT meeting schedule should state "from the 4th Wednesday to the to the 4th Thursday." Trustee Kirschner made a motion to accept the agenda with changes. Trustee Schussel seconded the motion. Motion approved 5-0.

5. Public Comment. None.

Board Trustee Comment.

Trustee Grant thanked Chief Cranch for a mass casualty training series, which included a review of the Mass Casualty Incident (MCI) trailer with Captain Green and FF/P Gump; a briefing and drill on staging training with Captain Johnson; and triage training with FF Arrate, FF/P Rancourt, Acting Engineer Gooch

and Captain Darr. The South Tahoe Action Team (STAT) is now training with CERT, so the local resources have expanded and it was reiterated that CERT appreciates the training resources that TDF continues to provide.

Trustee Felton acknowledged FF/P Jenny Alustiza as a recipient of the Lake Tahoe's Most Remarkable Women 2019 – First Responder category; FF/Ps Chris Wade and Marc Rancourt – letter (FC report) and expressed congratulations on to all the honorees and promotions.

Trustee Kjer added that the VHR task group continues to meet and is close to wrapping up; he noted that FM Guevin's participation in those meeting is greatly appreciated.

7. Approval of the Consent Calendar.

Items:

- a. Board Meeting Minutes 09/25/19
- b. Monthly Expenditures
- c. BOT Goals & Objectives Update
- d. Douglas County Fire Prevention Proclamation – Week and Month – October 2019
- e. Job Description – Fuels Management Officer
- f. Job Description – Crew Supervisor
- g. Job Description – Crew Foreman
- h. Job Description – Crew Assistant Foreman

Trustee Grant motioned to approve the Consent Calendar as stated. Trustee Schussel seconded the motion. Motion approved 5-0.

Trustee Felton noted that in the past, updated job descriptions were presented in a redline version for ease in reviewing the changes, however, this month they were not redlined. Chief Baker responded that this was a complete restructure of the Wildland Fire and Fuels management positions as noted in the Strategic Plan which included the addition of the Fuels Management Officer position. The FMO job description is completely new; the corresponding updates in the other descriptions were a result of the creation of the new position.

8. For Possible Action: Consent items moved forward. None.

9. Presentation: Presentation of Wildland Firefighter Foundation Donation
Fire Chief Scott Baker

Chief Baker acknowledged that Assistant Foreman Monaghan for his continued support of the annual Softball Tournament which raises funds for the Wildland Firefighter Foundation (WFF).

The Foundation came together as a group of volunteers in 1994, shortly after the Storm King tragedy. With dedication and lots of volunteer work, plans were developed for a national monument to honor

firefighters, a dream that was realized in May 2000. The Wildland Firefighter Foundation was officially formed in the spring of 1999 and their board members realized that there was a great need to have emergency support services for the families of fallen firefighters.

Active volunteers and supporters of wildland firefighters established the Wildland Firefighter Foundation, a 501(c)3 to maintain the Wildland Firefighters National Monument at the National Interagency Fire Center (NIFC) in Boise, Idaho. Since 1999, the Foundation has also provided emergency support services to the families of firefighters, seriously injured or killed in the line of duty. Families left behind, many with young children, often find themselves with few resources, and the Foundation steps in to help.

The Community Fundraiser held in August at Kahle Park was produced by district resident George Waite, whose career has been in the music business. He and his wife Suzette, own a home on upper Kingsbury and Suzette is a hairdresser at a shop on lower Kingsbury. Most notably for the Waites, is that their son Mark joined the Zephyr Crew this season and was a great asset to the crew. George's event brought a family-friendly night of music to our District and raised almost \$1200 for WFF.

In addition to those funds, the Tahoe-Douglas Rotary donated \$1000, local resident and retired SoCal firefighter Rudi Southerland donated \$500, and the FireFest Dunk Tank added an additional \$160 with staff donations totaling \$3000 for the foundation.

10. Presentation: Employee Recognition
Fire Chief Scott Baker

Service Recognition:

Engineer Fred Parson	24 years of service
Firefighter/Paramedic Scott Vandover	7 years of service
Engineer Paul Apple	7 years of service
Engineer Kyle Fine	7 years of service
Captain Justin Reddig	7 years of service

Notables:

Firefighter/Paramedic Jenny Alustiza Lake Tahoe's Most Remarkable Women 2019

TDFPD Veterans:

Firefighter/Paramedic Gregory Koeck – Unites States Navy

Engineer Paul Apple – United States Army
Engineer James Ward – Air Force – active Nevada Air National Guard
Captain Kevin Green – United States Army
Chief Jim Antti – United States Marine Corp
Trustee Bill Kirschner – United States Navy
Trustee Larry Schussel – United States Army
Ed Johns (IT Contractor) – United States Marine Corp
Fire Chief Scott Baker – United States Air Force – former Nevada Air National Guard

New Employees:

Firefighter/Paramedics:

Danny Glover – Northstar, Fallen Leaf Fire and JPA experience
Zeb Jensen – Veteran – United States Marine Corp – tours in Iraq and experience from southern NV
Peter Keogan – fire and private ambulance experience from MN
Spencer Sloat – Veteran – United States Air Force – active California Air National Guard Para rescue member

Mechanic:

Justin Dagenhart – will join TDFPD in December, currently with NDOT, he brings experience in equipment repair from the City of Mammoth, and the mining industry

Pinning:

Mike Monaghan promoted Crew Foreman

Mike joined the Zephyr Crew in 2008 the season our community voted on the tax override to create and sustain the fuels reduction program. He graduated from the Fire Academy at LTCC and has steadily and consistently obtained his wildland firefighter certifications to advance him through all the crew ranks to Assistant Foreman, and now Foreman.

In 2011, Mike was selected as M.V.P. which is an honor bestowed on a crew member who excelled in all aspects of his position – running, hiking, attitude, work ethic and accountability. This honor is voted on by the entire crew, not just the overhead.

Several years ago, when previous event sponsor could no longer support the Annual Softball Tournament, Mike stepped up and took it over running it for a couple years with just Zephyr Crew support; until Captain Zabel joined the effort about 3 years ago. This past April, the event hosted 18 teams; and raised over \$10,000 for the Wildland Firefighter Foundation.

Keegan Schafer promoted to Fuels Management Officer

Keegan elevated his wildland firefighter career by joining the Wbfd in 2008 as well, after serving as the Crew Supervisor with North Lake Tahoe FPD for six years. While in Incline, he taught wildland courses at TMCC and was acknowledged as the Northern Nevada Fire Rescue Academy Instructor of the year in 2006. He also attended the USFS Redding Hotshot Leadership Program. Keegan was instrumental in the designing, from the ground up, the Fuels Reduction Program that we are so proud of today. He demonstrates a commitment to positive interactions with members of the community and sets this as the standard for the crew.

Keegan is a competent leader and has developed and retained a strong leadership team for the crew. He has fostered positive relationships with all our cooperators – local, state and federal agencies. Over the years he has served as an instructor for wildland classes at LTCC guiding the development of firefighters outside of the Zephyr Crew. Under Keegan's guidance, the Zephyr Crew enjoys an excellent reputation in the fire service and always returns from fire assignments with excellent reviews. Keegan has consistently monitored the workload between in district projects and out of district fire assignments always striving for a balance that meets our commitments and allows for live fire training for the crew members.

In 2018 when the Zephyr Crew celebrated its 10th year, Keegan had the pleasure of welcoming back former crew members, many of whom have advanced in the fire service and whom he has personally mentored.

This past year has been especially challenging for Keegan, in the absence of the Forester position, he took the reins on our grants and with Accounting Specialist Nolting, and Chief Antti pieced together where we stood on each grant, determined what was outstanding and has kept the grant projects on track and moving forward.

Eric Guevin recognized as a Chief Officer

We all know Eric the Fire Marshal, but what you may not know about him is that he spent eleven years at RESMA stating out as a paramedic, paramedic preceptor, Community Education Coordinator, Director of Education, Director of Kids Safe Washoe County , and Director of Community Relations. Eric then served as firefighter/paramedic- prevention, Fire Marshal and Division Chief with Storey County Fire before coming to Tahoe Douglas in 2010. He was promoted to Fire Marshal in 2012. He serves on numerous committees in the region and most notably, he received a gubernatorial appointment to the State of Nevada Fire Board serving in that position for 8 years and as Chairman. Eric is a member of Kiwanis South Lake Tahoe and past President. He has an Associate's Degree in Fire Science and Bachelor Degree in Fire Science Administration. Eric was pinned by his wife, Shelly.

Promotions:

Will Darr promoted to Captain

Will was a member of the SAFER grant "13" hired in 2013. While still on probation he served as a paramedic preceptor and was involved with updates to the protocols and the Health EMS charting system. He is a Certified SCBA Technician and has made improvements to accurately track inventory and establishes a schedule to consistently provide hydro testing. As the SCBA Lead, he was able through a LEPC grant to outfit all our Captains with Scott Sight mask mounted thermal imager cameras. His leadership extends to the Local 2441, in the roles of negotiations committee/chairperson, Insurance Advisory Committee/chairperson and Vice President. In 2015, Will was selected for the Bomb Squad and in 2019 has taken over as the Commander. Darr holds an Associate's Degree in Fire Technology.

Steve Prather promoted to Battalion Chief

Steve is a local boy, Douglas High School graduate, who gained experience in California before returning to his home turf. He was hired in 2006 and promoted to Engineer in 2010. In that capacity he revised the Engineer training manual, facilitated the driving and pre-trip portion on several Engineer exams, and developed a new driver training program. He too has committed endless hours to the Apparatus Committee and was instrumental the purchase, start to finish of our last two engines and is currently working on the Type VI. He was promoted to Captain (in 2018). He has earned the designation of a "third party certifier" for Nevada DMV; and has worked hard to develop and maintain a driver training program that continues to improve our driver depth of knowledge and ability.

Steve was also a major contributor to the Annual Training Plan, especially on the tracking component to ensure training is consistently logged for employees. Steve has an Associate's Degree in Fire Science and a Bachelor Degree in Disaster and Emergency Management.

Retirement:

Assistant Chief Jim Antti

Chief Baker..."As a Fire Chief, it's been a great joy to see so many involved in promotional testing. It's the beginning of something new for so many. Four members in the academy right now and as quickly as it all begins, you will find yourself the end of a long and fruitful career. I would like to congratulate one of Tahoe's finest – Jim Antti has given notice of his retirement. Jim has earned the respect of us all, industry wide not just here at the World's Finest. I can say with extreme gratitude that he has been of great help to me as an Assistant Chief and I cannot begin to list the many ways he has advanced the organization. Congratulate Jim on 27 years of service to the Fire District and congratulate him on a well-deserved retirement. Chief Antti's last call will be 12/02/19."

11. Presentation: Sustainable Community Advocates (SCA) Update Steve Teshara

Teshara is a resident of the fire district, he has benefited from the TDFD excellent service and employees. In 2010, a conversation with the late Chief Duane Whitelaw (NTFPD) revealed some challenges that the Fire Chiefs were dealing with and the need for a consultant, like Teshara to provide governmental planning services to increase the success rate of their shared goals.

SCA's services provide work on grant applications and funding which has been particularly challenging in the current climate. He monitors the Lake Tahoe Restoration Act and the Southern Nevada Public Lands Management Act; and seeks opportunities with the NV legislature for funding. Steve represents the Basin Fire Chiefs at numerous meetings to accurately communicate wildfire concerns, challenges and proposals to the public or to legislature members. He serves on the Tahoe Interagency Executive Steering Committee which addresses the Environmental Improvement Plan, writes letters on behalf of the chiefs, makes sure chiefs and their agency efforts are recognized at the annual Lake Tahoe Summit and coordinates with Chief Baker in his role as the Chairman of the Multi-Agency Coordinating (MAC) group.

Chief Baker noted that Teshara serves in a variety of capacities in the community and is a great partner of TDFPD.

12. Report Item: Update on fire district's financial statements FY 2018-19 prepared by EideBailly LLP. No action will be taken. Fire Chief Scott Baker

Auditors are in the final stages, and are waiting on an updated actuarial report due to an adjustment resulting from the 2018 Trust audit. Final draft is expected shortly for approval in December. Thanks were extended to Accounting Specialist Nolting, Administrative Assistants Warner and Rosas, Office Manager Warner and Accountant Bill Johnson for supporting all the requests to meet the auditor needs.

13. Discussion and Possible Action: Discussion and possible approval of the 2020 Board of Trustees meeting schedule changing the meeting date from the 4th Wednesday to the 4th Thursday with holiday exceptions. Fire Chief Scott Baker

At the direction of the board, the 2020 calendar had been drafted, noting the holiday changes in November and December. Moving off of Wednesdays would accommodate the availability of our legal counsel with the additional recommendation to move the November and December meeting to the 3rd week, on the Tuesdays. A motion was made by Trustee Kirschner to move from the 4th Wednesday to the 4th Thursday. Trustee Felton seconded. After discussion, the vote was 2 in favor and 3 against. Motion was not approved.

14. **Discussion and Possible Action:** Discussion and possible action to nominate and appoint the 2020 officers (from the following potential nominates – Trustees Grant, Felton, Kirschner, Kjer and Schussel) for the Board of Trustees. Fire Chief Scott Baker

Item #14 was pulled from the agenda with the intent that it would be moved to the December 2019 meeting.

15. **Report Item: Report on District Activities** Fire Chief Scott Baker

Operations – Highlights: Crews have been working diligently to keep equipment needs at bay until our new mechanic starts in December. The radio techs have been addressing issues with the Bliss repeater. NYE staffing and plans are underway. B21 was deployed to Kincade Fire. Assistance to Firefighter Grant for radios has been awarded. ST21 landscaping has been completed. Captain Johnson just returned from EOD training in Huntsville. Local 2441 sponsored Coats for Kids at ZCES. All probationary FFs have finished their TAP.

Fire Prevention Bureau - Noted up-coming events at Hard Rock pool and Mont Bleu hotel. The hotel has been entirely rented out by a group and has restricted our access to the tower. Tahoe Beach Club is opening up for occupancy.

Wildland Fire & Fuels - Zephyr Crew seasonal employees have been laid off, Burn Crew of ten will remain for the winter working as weather permits. Current projects are particularly high profile and we are getting good feedback from the public.

Administration – Noted the annual audits, new credit card processing and phone system proposals, filling open positions and supporting promotional testing.

Note - Douglas County BOCC agenda has an item on their agenda to discontinue the Lake meeting location and the school district has a proposal to get funding from the Redevelopment Area in the casino core, so staff is attending the meeting. Resolution for the Nevada Fire Safe Council payments seems to be moving forward again.

16. **Review of Division Reports**
Battalion Chief Bryce Cranch
Fire Marshal Eric Guevin

Cranch

The **Stop the Bleed program** is a national campaign to call, train and equip civilian by-standers to respond in emergency situations to prevent loss of life. The Department of Homeland Security and American College of Surgeons – Committee on Trauma collaborated to develop a program which was officially launched in 2017, and is gaining traction. Nevada has 350 certified instructors and 19K civilians trained. In Zephyr Cove our risk is that we have small schools with limited resources, assembly areas (casino core/Heavenly Village) and large concert venues that could be potential targets. TDFPD is a member of the Quad County Health Care Coalition. This membership gives TDFPD access to grant funding for the bleed kits. Dr. Jeanne Freeman, who brought our district *Pulse Point*, obtained kits for all the Douglas County schools and Kahle Community Center. James Ward, newly promoted Engineer, has done a lot with our EMS division and has volunteered to train our line personnel. He partnered with Engineer Paul Apple, Firefighter/Paramedics Gooch and Vandover to provide classes to

casino security personnel and the Douglas County Sheriff's Office. Future opportunities are to train the teachers at the schools, currently only the nurses are trained and the Kahle Community Center employees.

Trustee Grant added that the CERT volunteers have completed the *Stop the Bleed* training as well.

Guevin

As part of the **Defensible Space Program**, all the defensible space inspections have completed and homeowners have received notifications of compliance or non-compliance. If a homeowner is still non-compliant, after three letters, Letter 4 will be a citation. The Douglas County DA has supported the citations and set a January 13, 2020 court date for the mandatory appearance. Eleven tickets will be issued, of which three of these are very grievous. Citations are written under Douglas County Title 20 Appendix B WUI Code – Unsafe conditions, wildfire threat and failure to abate after written notice. The 2018 Defensible Space Program resulted in two homeowners receiving bench warrants for failing to appear before the judge.

Guevin noted that Inspector Rowlett has been working through issues with our **VHR** homeowners, and has been attending the VHR meetings. Acting Chief Brady received a report of VHR complaints from neighbors, and discovered there were several serious concerns at the VHR including a chimney that was installed incorrectly. Our County Manager is supporting the consequences for the property owner.

KGID painted all their hydrants including the bonnets, which were deliberately colored coded to indicate the flow levels for the FFs, corrective action is being taken. Snow removal from KGID for last winter hydrant shoveling is still pending. KGID will be rolling out an “adopt a fire hydrant” program to enlist homeowner to assist with keeping hydrants clear and accessible during the snow season. Dubbed the *We Dig It* program, the fire district supports this effort.

Trustee Schussel asked for an update on the status of the invoice sent to KGID for Zephyr Crew labor to clear the hydrants last winter which is currently outstanding. FM Guevin verified that there was a verbal agreement for the project, however when the invoice was received the KGID board wanted clarification on who owned the hydrants.

Trustee Schussel also inquired as to whether the cited homeowners were full-time homeowners or second homeowners? FM Guevin said it's both.

Chairman Kjer asked about the hydrant program start date.

Chief Guevin explained that the initial meetings have just gotten underway – legalities of the program need to be confirmed, marketing efforts designed.

Public Comment: None.

- 17. Discussion: Confirm next meeting, with a proposed date of Wednesday, December 18 @ 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, December at 2:30 pm.

Possible agenda items include: election of officers, 2020 meeting schedule and a closed session

Adjourn.

Chairman Kjer adjourned the meeting at 3:55 pm.

**Kate Warner
Board Secretary
Tahoe Douglas Fire Protection District**

Per NRS 288.220, a closed session was held immediately following for the Board of Trustees to discuss pending or threatened legal issues with TDFPD's general counsel.

APPROVED